



## CHANGES TO AWARD

### PARENTS & CITIZENS AND OTHER ASSOCIATIONS RETAIL AWARD – STATE 2004

On Tuesday 13 September 2005 the Queensland Industrial Relations Commission approved changes to the Parents and Citizens and Other Associations Retail Award – State 2004. These changes become **effective from Monday 3 October 2005**.

#### NEW CLASSIFICATIONS:

Two new classifications have been developed and introduced into the award, firstly “*P&C Administration Assistant*” which is primarily any person who is employed to assist the P&C Executive with the administrative duties of the Parents and Citizens Association, including the retail and general operations and secondly, “*P&C Operations Manager*” which is any person who manages all P&C business operations including retail and general operations.

The term general operations covers day to day, management and administration requirements of the P&C and other business activities that are not retail related e.g. Outside School Hours Care, Swimming Clubs, Bingo, Markets etc.

	Per Week \$
P&C Administration Assistants	
Year 1.....	578.20
Year 2.....	607.40
P&C Operations Manager	
Level 1.....	668.00
Level 2.....	680.50
Level 3.....	729.60

## **Definitions of classifications**

### *P&C administration assistant definition of classification*

**“P&C Administration Assistant”** includes any person employed by a Parents and Citizens Association principally in the pursuit or vocation of writing, engrossing, typing or calculating, whether by ordinary means or by means of any process calculated to achieve a like result, and/or in invoicing, billing, charging, checking, or otherwise dealing with records, writings, correspondence, books and accounts.

**“P&C Operations Manager”** includes any person employed by a Parents and Citizens Association principally to manage all P&C business operations including but not be limited to retail and general operations. The duties would include but not be limited to staffing rosters, ordering, invoicing, billing, charging, checking or otherwise dealing with records, writing, correspondence, books, accounts liaison with volunteers.

- (a) “Classification Criteria” are guidelines to determine the appropriate classification level under this Award and consist of characteristics and typical duties/skills.
- (i) The characteristics are the principal or primary guide to classification as they are designed to indicate the level of basic knowledge, a comprehension of issues, problems and procedures required and the level of responsibility/accountability of the position. The totality of the characteristics must be read as a whole to obtain a clear understanding of the essential features of any particular level and the competency required.
  - (ii) The typical duties/skills are a non-exhaustive list of duties/skills that may be comprehended within the particular level. They are an indicative guide only and at any particular level employees may be expected to undertake duties of any level lower than their own. Employees at any particular level may perform/utilise one such duty/skill, or many of them, depending on the particular work allocated.
  - (iii) The key issue to be looked at in properly classifying an employee is the level of initiative, responsibility/accountability, competency and skill that the employee is required to exercise in the work the employee performs within the parameters of the characteristics and not the duties the employee performs *per se*. It will be noted that some typical indicative duties/skills appear at only one level, whereas others appear in more than one level with little apparent differentiation. However, when assigning a classification to an employee, or when reclassifying an employee, this needs to be done by reference to the specific characteristics of the level
  - (iv) Level 1 in this structure is to be viewed as the level at which employees have the competency in the basic clerical skills required by the employer, which in many cases, would lead to progress through the classification structure as their competency and skills are increased and utilised.
  - (v) Classification criteria – In the event that there is a claim for reclassification by an employee to a higher level under this structure on the ground that the employee’s duties and responsibilities are reflected within the classification

criteria for that level, the grievance and dispute settling procedure (clause 3.1) shall be followed.

*P&C Operations Manager classification levels* – All employees under this classification shall be classified in one of the following levels:

(a) Level 1

Employees shall be graded at this level where the principal characteristics of their employment, as determined by the employer, are identified as follows:

(i) Characteristics:

Employees at this level will have achieved a level of organisation or industry specific knowledge sufficient for them to give independent advice and/or information to the organisation and clients in relation to specific areas of their responsibility.

Whilst not a pre-requisite a feature of this level is responsibility for supervision of employees in lower levels in terms of co-ordinating work flow, checking progress and resolving problems.

Judgement is required in planning and selecting appropriate equipment, services, techniques and work organisation for self and others.

They exercise initiative, discretion and judgement regularly in the performance of their duties. They are able to train employees in P&C Administration Offices by personal instruction and demonstration.

(ii) Typical Duties/Skills:

Indicative typical duties and skills in this level may include:

- (A) secretarial/executive services – performing a broad range of clerical functions at a level higher than at Administration Officer, which may include the following:
- (B) attend executive/organisational meetings and take minutes; establish and/or maintain current working and personal filing systems for executive; answer executive correspondence from verbal or handwritten instructions:
- (C) responsibility for the preparation of financial/tax schedules; calculation of costings and/or wage and salary requirements; completion of personnel/payroll data for authorisation; reconciliation of accounts to balance:
- (D) advise on/provide information on one or more of the following:  
  
employment conditions;

workers compensation procedures and regulations;  
superannuation entitlements, procedures and regulations.

- (E) Apply computer software packages utilizing clerical skills at a level higher than at Administration Assistant.

(b) Level 2

Employees shall be graded at this level where the principal characteristics of their employment, as determined by the employer, are identified as follows:

(i) Characteristics:

Employees at this level are subject to broad guidance or direction and would report to P&C Executive Committee as required.

Such employees will typically have worked or studied in a relevant field and will have achieved a standard of relevant and/or specialist knowledge and experience sufficient to enable them to independently advise on a range of activities and features and contribute, as required, to the determination of objectives, within the relevant field(s) of their expertise.

They are responsible and accountable for their own work and may have delegated responsibility for the work under their control or supervision, in terms of, *inter alia*, scheduling workloads, resolving operations problems, monitoring the quality of work produced as well as counselling staff for performance as well as work related matters.

They would also be able to train and to supervise employees in lower levels by means of personal instruction and demonstration. They often exercise initiative, discretion and judgement in the performance of their duties.

The possession of relevant post secondary qualifications may be appropriate but not essential.

(ii) Typical Duties/Skills:

Indicative typical duties and skills in this level may include:

- (A) operates and is responsible for a complex and diverse payroll system.
- (B) apply detailed knowledge of organisation's objectives, performance, projected areas of growth, product trends and general industry conditions for the purposes of assisting in developing policy or new products and services to meet changing market needs or other circumstances.

- (C) application of computer software packages including evaluating and determining optimum software solutions or the integration of complex word processing/data/graphics text.
- (D) prepare internal reports for management in any or all of the following areas:
  - account/financial
  - staffing
  - legislative requirements
  - other significant company activities/operations.
- (E) finalise quotations or costings by applying a detailed knowledge of variable inputs, margins, market conditions, supply and delivery arrangements.
- (F) executive secretary/Executive Assistant who performs a broad range of executive support functions with minimal direction or supervision.

(c) Level 3

Employees shall be graded at this level where the principal characteristics of their employment, as determined by the employer, are identified as follows:

(i) Characteristics:

Employees at this level will work in conjunction with the P&C Executive and would report to P&C Executive Committee as required.

Such employees will typically have worked or studied in a relevant field and will have achieved a standard of relevant and/or specialist knowledge and experience sufficient to enable them to independently advise on a range of activities and features and contribute, as required, to the determination of objectives, within the relevant field(s) of their expertise.

They are responsible and accountable for their own work and may have responsibility for the work under their control or supervision, in terms of, *inter alia*, all facets of management, accountabilities and responsibilities with the enterprises. The employee will effectively manage all business units under the control of the P&C Association including all management functions such as finances, purchasing, reporting and staffing requirements and recommendations.

They would also be able to train and to supervise employees in lower levels by means of personal instruction and demonstration. They often exercise initiative, discretion and judgement in the performance of their duties.

The possession of relevant post secondary qualifications may be appropriate but not essential.

## (ii) Typical Duties/Skills:

Indicative typical duties and skills in this level may include:

- (A) manages and is responsible for a complex and diverse payroll system.
- (B) apply detailed knowledge of organisation's objectives, performance, projected areas of growth, product trends and general industry conditions for the purposes of assisting in developing policy or new products and services to meet changing market needs or other circumstances.
- (C) application of specialised computer software packages e.g. payroll including evaluating and determining optimum software solutions or the integration of complex word processing/data/graphics text.
- (D) prepare internal and external reports for P&C management in any or all of the following areas:
  - account/financial
  - staffing
  - legislative requirements and obligations
  - workplace Health and Safety Audits
  - other significant association activities/operations.
- (E) finalise quotations or costings by applying a detailed knowledge of variable inputs, margins, market conditions, supply and delivery arrangements."

"Progression for P&C Operations Manager shall move from Level 1 to Level 2 after 12 months service (1976hrs) or in respect to Part time, 12 months service and a minimum of 1200 hours.

Progression to Level 3 will be appointment only."

### **MIXED FUNCTIONS**

An Employee who is required to perform work on any day for which a higher rate of pay is prescribed in clause 5.2, and which is approved by the employer, shall be paid as follows:

- (a) If more than 4 hours on any day the higher rate for the whole of such day shall apply.
- (b) If 4 hours or less then a minimum payment of the higher rate for 4 hours shall apply."

## **SALARY SACRIFICE**

- An employee will be entitled to salary sacrifice a portion of their salary to any benefit which does not attract a Fringe Benefit Tax liability.
- Where a salary sacrifice arrangement is entered into it will be recorded in writing.
- Where such an arrangement is entered into, the employee's total salary shall be reduced by an amount equivalent to that nominated in the arrangement.
- The employee's salary used to calculate superannuation contributions, leave loading, annual leave or vacation entitlements, long service leave, severance and termination payment entitlements, will be the gross base salary as per clause 5.2.1 the employee would receive if not taking part in the salary packaging arrangement.
- Salary packaging arrangements may be altered once per annum.
- The employer reserves the right to outsource the administration of salary packaging arrangements to a provider appointed by the employer.
- The employer will meet the cost associated with salary sacrifice to superannuation.
- The employee may be required to meet the cost of salary sacrifice arrangements to benefits other than superannuation.
- Before entering into a salary sacrifice arrangement, it is necessary for the employee to seek advice from a licensed financial advisor prior to the undertaking of the salary sacrifice.”.

## **TOIL**

Such time off shall be allowed and taken within 28 days or paid out at the end of each school term or other time, not exceeding 12 months of the overtime being worked, otherwise mutually agreed in writing between the employer and employee.

**TO ENSURE THAT YOU ALWAYS HAVE THE LATEST VERSION OF THE AWARD ON  
HAND AT ALL TIMES**

**CONSIDER SUBSCRIBING TO THE ACSEA AWARD SERVICE.**

**MORE INFORMATION ON THE AWARD SERVICE AND SUBSCRIPTION FORM  
AVAILABLE ON THE ACSEA WEBSITE**

**This bulletin and updated Pay Rate Sheet is posted on the ACSEA Website  
For further assistance do not hesitate to contact ACSEA**

**[info@acsea.org](mailto:info@acsea.org)**